



City of Rochester  
Civil Service

Exam Announcement

Municipal Civil Service Commission, Room 103A City Hall, Rochester, New York 14614  
The City of Rochester is an Equal Opportunity Employer  
Candidates must record Examination number and Title on the Application

Job Title : HVAC ENGINEER

Exam No.: P-72686

Salary Range : \$25.56 - \$29.98/Hour

PROMOTIONAL EXAM

CITY OF ROCHESTER EMPLOYEES ONLY

NO EXAM FEE REQUIRED

**MINIMUM QUALIFICATIONS:** Candidates must be currently employed with the City of Rochester and must have served continuously\* as an Assistant HVAC Engineer for the twelve (12) months immediately preceding the date of the examination, and meet the Special Requirements.

\*Candidates must have permanent competitive status or 55a status

- SPECIAL REQUIREMENTS:**
1. Possession of either a \*\*City of Rochester R-4 Refrigeration Engineer's License **OR** \* City of Rochester Third Class Stationary Engineer's License a time of application. Possession of both licenses is required after six (6) months of employment.
  2. Possession of an EPA Recovery Universal Certificate at time of application.
  3. Valid NYS Class D operator's license at time of appointment. Licensure must be maintained throughout employment in this title.

\*\*Application for the R-4 Refrigeration Engineer’s and the Third Class Stationary Engineer’s licenses may be made through the Permits Office, Department of Neighborhood and Business Development, City of Rochester. Licenses from other jurisdictions may not be substituted for City of Rochester Licensing.

**DESCRIPTION OF DUTIES:** This employee is a skilled worker performing repairs and maintenance to a wide range of heating, refrigerating, ventilating, and air conditioning systems in City buildings and facilities. HVAC Engineers work independently or with other engineers to complete difficult or complex projects. Members of this class are distinguished from Assistant HVAC Engineers because of their knowledge and experience enables them to perform the more complex repairs. Work is performed with specific instructions from the Lead HVAC Engineer and under general supervision of the Superintendent of HVAC. This employee is required to respond to emergencies during unassigned hours. Employees in this class may be assigned to work day or evening shifts. Most work is performed indoors, often in tight spaces. Related work is performed as required.

- TYPICAL WORK ACTIVITIES:**
- Installs, operates and performs general repairs for a wide range of heating, ventilating, refrigerating, air conditioning, swimming pool, and ice rink equipment;
  - Performs all required preventive maintenance: lubrication, changing belts and filters, etc.;
  - Reports to supervisor all equipment or system problems which are beyond the capabilities of the employee;
  - Responds to maintenance work requests and tenant complaints;
  - Responds to air quality issues at City Facilities by testing for humidity, temperature, and carbon monoxide;
  - Completes maintenance work orders by describing work performed, hours required, and parts costs;
  - Identifies, suggests, and implements energy conservation measures;
  - Tests and treats water used in HVAC systems in order to prevent growth of fungi and bacteria;
  - Tests and treats public swimming pool water for chemistry and maintains a log sheet of water quality tests for submission to the County Health Department;
  - Operates, maintains, and monitors building automation systems;
  - Monitors and maintains emergency generators located at City facilities by performing weekly checks to assure operational integrity;
  - Keeps operating logs for all assigned HVAC equipment;
  - Drives city vehicle to work locations.

**SCOPE OF EXAMINATION:** This exam is designed to evaluate knowledge, skills, and/or abilities in the following areas:

- 1. Operation, maintenance, and repair of pumps, motors, valves, mechanical and electrical equipment** - These questions test for knowledge of the principles and practices involved in the operation, maintenance, and upkeep of various types of mechanical and electrical equipment, including pumps, valves, electric motors, and similar types of equipment.
- 2. Reading and interpretation of plans and specifications** - These questions test for the ability to read and interpret typical plans, layouts, diagrams, and technical specifications related to mechanical or electrical equipment and systems.

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Application Deadline: AUGUST 7, 2015

Application must be received or post marked by the application deadline date, otherwise this application will be rejected.

Examination Date: SEPTEMBER 12, 2015

Issue Date: JULY 13, 2015

**3. Principles and practices of air-conditioning and refrigeration** - These questions test for knowledge of the principles, practices, materials, and equipment involved in the operation, maintenance and upkeep of air-conditioning and refrigeration systems; and may include such areas as the operating processes and equipment involved in various types of air-conditioning and refrigeration systems; troubleshooting symptoms of problems in air-conditioning and refrigeration systems and determining proper remedial actions; and safe operating practices when working with air-conditioning and refrigeration systems.

**4. Principles and practices of heating and ventilating systems** - These questions test for knowledge of the principles, practices, materials and equipment involved in the operation, maintenance and upkeep of heating and ventilating systems; and may include such areas as the operating processes and equipment involved in various types of heating and ventilating systems; troubleshooting symptoms of problems in heating and ventilating systems and determining proper remedial actions; and safe operating practices when working with heating and ventilating systems.

**Use of calculators is ALLOWED for this exam.** Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, “Spell Checkers”, “Personal Digital Assistants”, “Address Books”, “Language Translators”, “Dictionaries”, or any similar devices are prohibited.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: <http://www.cs.ny.gov/testing/localtestguides.cfm>

**WEIGHT:** The written test will contribute 100% to the final score.

**RATING:** This examination will be rated in accordance with Section 23.2 of the Civil Service Law. The provision of the NYS Civil Service Rules and Regulations dealing with the rating of examinations will apply to this exam.

**SENIORITY:** Seniority points shall be awarded based on the date of first permanent appointment in the classified service since last entry into the classified service of the employer for whom a promotional examination is administered (i.e. the City of Rochester or Rochester Housing Authority, as the case may be).  
Points will be added to the score of every passing candidate as follows:

at least 2 years but less than 7	1 point
at least 7 years but less than 11	2 points
at least 11 years but less than 16	3 points
16 years or more	4 points

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two (2) weeks before the test date to make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center. To notify the City of Rochester that you will be taking more than one exam on the same day, please submit a Cross-Filer form. To access the City of Rochester’s Cross-Filer form and other employment forms, please copy the following into your browser: <http://www.cityofrochester.gov/article.aspx?id=8589935785>

**GENERAL INFORMATION:**

**Applications:** Applications may be obtained from room 103A City Hall, 30 Church St., Rochester, NY 14614-1280 or from our website [www.cityofrochester.gov](http://www.cityofrochester.gov). A separate application must be completed for each separately numbered examination. Applications must be received by the close of business or postmarked by the Application Deadline date. Late applications will be rejected. Applications must be complete and accurate.

**Application Fee:** An Examination Application Fee is charged for the City of Rochester to process a candidate’s examination application. It is not a fee for the examination itself. Exam applications will NOT be reviewed until exam fee is paid. Late fees will NOT be accepted. Payment Due Date is the same as Application Deadline Date for applications.

**There will be no exceptions to this requirement.** There will be no refund of fees if a candidate does not qualify for an exam or if a candidate fails to appear for the examination.

**Eligible Lists:** Eligible lists contain the names of applicants who have received a passing score on the examination. Lists will be established in rank order, with the highest score being #1. In the case of tied scores, all persons at that score are considered equal. Candidates must be one of the top three candidates to be reachable for appointment. Promotional eligible lists are limited to present employees of the City and take precedence over open-competitive lists. All eligible lists are established for at least one year and may be extended for up to four years.

**Change of Address:** You are required to notify Civil Service of any address changes. Failure to do so may result in your removal from an eligible list.

**Admission to the Exam:** If you have not received notification of acceptance or rejection for this exam by the Wednesday before the exam date, please notify this office at 585-428-7454.

**Residency Requirements:** There is no residency requirement for participation in examinations. Preference in hiring may be given to City of Rochester residents on open-competitive lists pursuant to Section 23 of the Civil Service Law.

**Military Candidates:** Any candidate on active military duty in the United States Army, Navy, Marine Corps, Air Force or Coast Guard may be eligible for alternative testing dates if necessary. This applies to the State Militia and National Guard if under Federal Control. If alternate testing is necessary, candidates are required to notify Rochester Civil Service in writing, as quickly as possible. Any such requests must be accompanied by a DD214 or other official military document that substantiates the applicant’s active military service at the time of the examination. Alternative testing accommodations will not be honored if requests are made more than 60 days after release from service.

Effective 1/1/98, the State Constitution was amended to permit candidates currently in the armed forces to apply for and be conditionally granted veteran’s credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran’s credits.

**Veterans:** To apply for your Veterans’ or Disabled Veterans’ Credits you must submit an application which can be found at City Hall, 30 Church St., Rm. 103A or on-line at [www.cityofrochester.gov](http://www.cityofrochester.gov), click on Jobs and then the Employment Forms link. Your Veterans’ Credits application can be submitted with your exam application, but MUST be submitted PRIOR to the establishment of the eligible list. Veterans’ Credits CANNOT be added to your score after the eligible list has been established. Veterans’ Credits can only be added to a passing score. You may waive using your Veterans’ Credits any time prior to appointment. You may use your Veterans’ Credits for hire only once in your lifetime.

**Additional Exam Credits:** In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**Alternate Testing Arrangements:** If alternate or special arrangements for testing are required, please indicate that on your application and attach appropriate documentation. A copy of the City of Rochester’s Alternate Test Policy is available in Room 103A, City Hall, or from our website. Deadline for requests is two (2) business days after exam.

**Preferred List Applicants:** Any employee whose name appears on a preferred list, and who submits an application by the deadline, may participate in a promotion examination, if qualified at time of layoff.